

Prepare & Submit Your Project Outcomes Report

Prepare and submit your **Project Outcomes Report** for the General Public on Research.gov! The Project Outcomes Report is a brief summary, prepared by the Principal Investigator (PI) or Co-PI specifically for the public, describing the nature and outcomes of the project. Section 7010 of the America COMPETES Act requires that research funded by NSF report on the outcomes for the general public. These reports are available for public viewing on Research.gov's Research Spending & Results service on the bottom of the detail page for the award.

The Project Outcomes Report is:

- A new NSF reporting requirement effective for all awards made or existing awards that receive funding amendments on or after **January 4, 2010**
- Prepared and submitted by PIs/Co-PIs through Research.gov
- Due by the end of the 90-day reporting period after award expiration
- Posted exactly as submitted by PIs/Co-PIs with a disclaimer noting that NSF has not approved or endorsed its content

The Project Outcomes Report should:

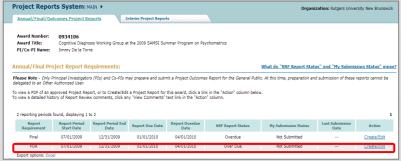
- Briefly describe the project outcomes or findings that address the intellectual merit and broader impacts of your work (200-800 words) as defined in the NSF merit review criteria and covering the entire life of the award
- Be written for the general public using layman's terms
- Include up to 6 images to creatively show your work (optional)



Notifications to Submit Your POR

PIs/Co-PIs will be notified of due and overdue reports via:

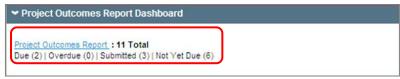
- Email alerts sent to Pls/Co-Pls, Sponsored Project Officers (SPOs), and NSF Program Officers (POs) exactly the same notifications as your annual and final reports
- FastLane Project Reports System under Project Report Requirements



• The Project Reporting Dashboard on their Research.gov My Desktop page



Additionally, Pls/Co-Pls will be notified of due and overdue reports via:



• The Project Outcomes Report Dashboard on their Research.gov Homepage

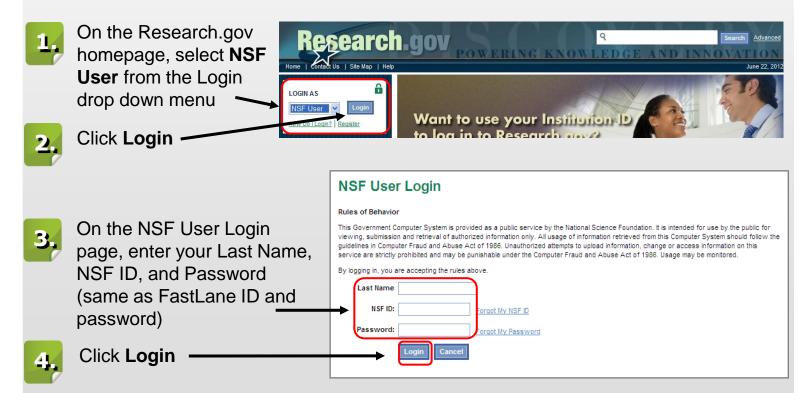


Logging into Research.gov

The PI/Co-PI can access the Project Outcomes Report tool by **logging into Research.gov**. Additionally, you can navigate to this service from:

- Project Reports System in FastLane (seamlessly connects you directly to Research.gov),
- A link to Research.gov provided in the email notifications of due and overdue reports.

To log into Research.gov:







Preparing and Submitting Your Report

Once logged in, you will see your **Project Reporting Dashboard**, which provides the status of your PORs

(**Due**, **Overdue**, **Submitted**, and **Not Yet Due**).

Click on the Project
Outcomes Report link
provided on the Project
Reporting Dashboard to
prepare reports



Note: Also click this link when you return to edit saved reports and add addenda once your POR has been submitted

The Project Outcomes Report Page will show you which Project Outcomes Reports are Due, Overdue, Submitted, and Not Yet Due. Your reports are sorted by status.

Click the link under the PO
Report Status column for the award to prepare or edit a

saved report



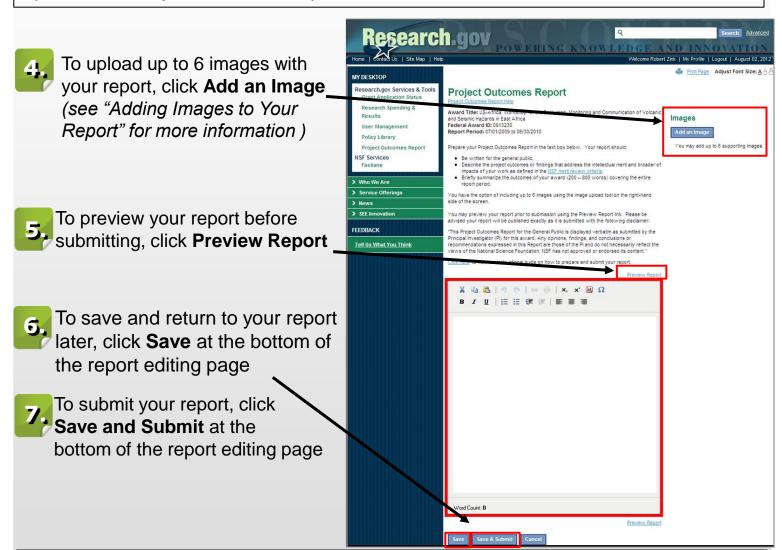


3.

Enter the report text of 200 to 800 words in the text box provided

Please Note:

- You receive an error message if you submit a report with fewer than 200 or more than 800 words
- You Can include hyperlinks to PI/Co-PI website
- You should continue to include citations with their Final Progress Report. They will be posted with Project Outcomes Report



<u>Note:</u> Once submitted, you have 30 days to edit your report. To view or edit a submitted report, follow the same steps provided above. After 30 days you can add unlimited addenda (see "Adding an Addendum").

A confirmation screen notifies you once your report has been successfully submitted.

> Additionally, you will receive an email confirming your report submission.



Award Title: US-Africa: Workshop for the Evaluation, Monitoring and Communication of Volcanic and Seismic Hazards in East Africa Federal Award ID: 0913230

Report Period: 07/01/2009 to 06/30/2010

Thank you! Your Project Outcomes Report was successfully submitted.

As a reminder, your report will be posted in Research oov exactly as you submitted it. Your report will be publicly available online within the next day and you may view your report as follows

- Go to Research.gov Research Spending & Results Search.
 Enter your award ID in the Federal Award ID Number box and click search.
- On the search results page, click on the Federal Award ID Number to view details about the award including the Project Outcomes Report at the bottom of the page.

note you may edit your report for up to 30 days from the time of the original submission. If the 30-day period has passed and you would like to add information about the outcome of your project, you may do so by adding an addendum to the Project Outcomes Report.

If you have any questions about the Project Outcomes Report, please contact IT Help Central at 703-292-HELP (4357) or IThelpcentral@nsf.gov.

Back to Report Listing

Note: Following submission, your report will be made available to the public the next day on the award detail page of Research Spending & Results on Research.gov



Adding Images to Your Report

Click Add an Image to add up to 6 images to your report



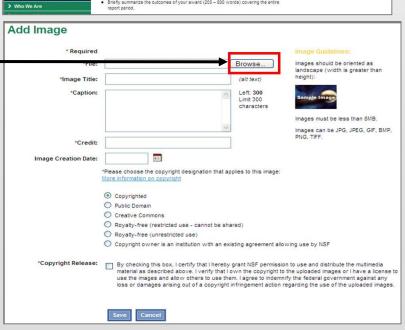
Click **Browse** to find and select the image to upload.

Images should be:

- Oriented as landscape (width is greater than height)
- Less than 8MB
- In one of the file formats: JPG, JPEG, GIF, PNG, TIFF

Note: You must have copyright permissions to use an image.

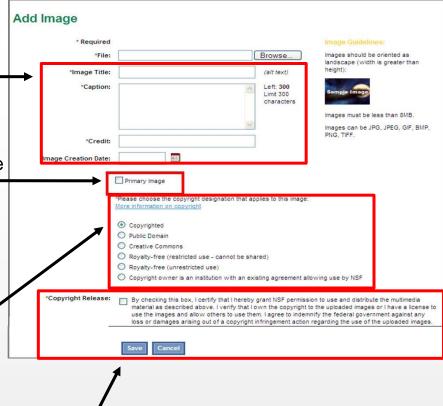




- Fill in required information:
 - Image title
 - Caption (up to 300 characters)
 - Credit
 - Image Creation Date (optional)
- Check the **Primary Image** box to make image to be the main image you will see posted with your report.

Note: If there are no images with your report, this box will not appear and the image will automatically be the primary image.

- Select the copyright designation of your image:
 - Copyrighted
 - Public Domain
 - Creative Commons
 - Royalty-free (restricted usecannot be shared
 - Royalty-free (unrestricted use)
 - Copyright owner is an institution with an existing agreement allowing use by NSF
- Check the copyright release box and click Save







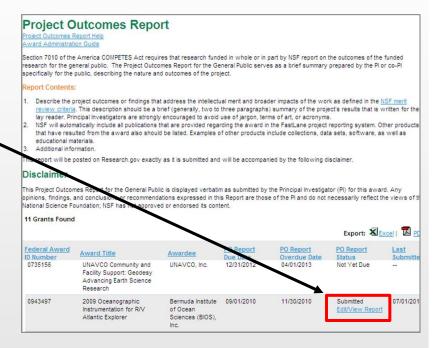
Adding an Addendum

After the 30 day editing period has passed for a submitted report, PIs/Co-PIs can add images and content to the report by adding addenda. Addenda should briefly summarize additional outcomes of awards and can be up to 800 words. Addenda cannot be edited once submitted to Research.gov. Addenda can be added until the award record retires.

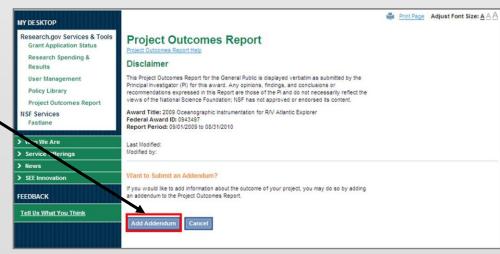
On the Project Outcomes Report Page



Click the link to **Edit/View Report to** add addendum to the report

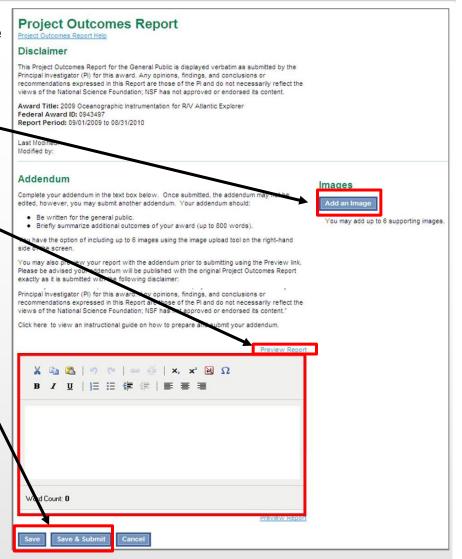


Click the Add
Addendum button on your reports page



- Enter the addendum text in the text editor (up to 800 words)
- Click **Add an Image** to add up to 6 images (OPTIONAL)
- Click **Preview Report** to preview addendum
- Click **Save** to save your addendum and return later
- Click the **Save and Submit** to submit addendum (once submitted, addenda cannot be edited)

Note: Following submission, addenda will be available to the public the next day along with your report on the award detail page in Research Spending & Results on Research.gov.





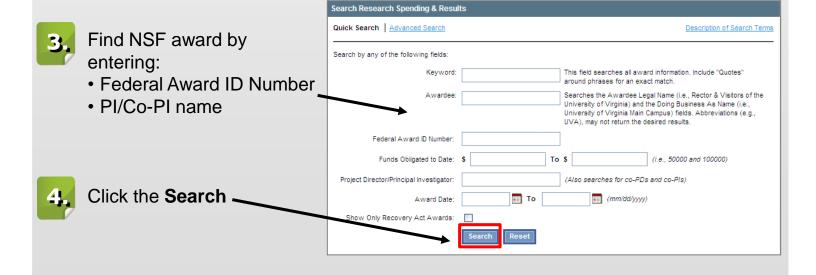


View Your Submitted POR on Research.gov

Submitted Project Outcomes Reports will be made available to the public the following day through Research.gov's Research Spending & Results service, included at the bottom of an award's information page. Note that it takes up to a full day for reports to be posted.

- Click the Service
 Offerings link in the left-hand navigation to expand this menu
- Click Research
 Spending & Results





5.

Click the **Award ID number** for the award that you are interested in viewing the Project Outcomes Report for



Scroll down to the final section of the page to view the submitted Project Outcomes Report, including associated images and addenda

